



IAS Release 3.0

Desktop User Guide

Prepared by CRI Solutions, Inc.

November 2006

Draft Version 1.3

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Receiving

Introduction

In the previous topic, you learned to manage Notifications and approve Requisitions. In this topic, you will learn how to receive goods and services, and correct Receipts.

Objectives

In this topic you will learn how to:

- Use the Receiving Page
- Create a Full Receipt
- Create a Partial Receipt
- Viewing Receipts
- Correct Receipts
- Return Receipts
- Receiving Proxy Notification

Let's begin by learning how to review the *Receiving* page.

The Receiving Page

Receiving in IAS is required so that invoices may be processed. It is the system-based (IAS) process for acceptance of goods or services from a vendor. Receiving within IAS is a simple, three-step process: (1) Selecting Items, (2) Entering Receipt Information, and (3) Submitting the Receipt.

When you log into the system, the main *Shop* page is displayed. To begin the Receiving process, click on the **Receiving** tab.

ORACLE iProcurement

Shopping Cart Home Logout

Shop Requisitions **Receiving**

Stores | Categories | Shopping Lists | Non-Catalog Request

Search Exchange Oracle.com Go Advanced Search

Stores

Main Store Exchange Oracle.com

My Requisitions

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67130	computer monitors	9759.80	Incomplete			
67063	laptop	6123.81	Incomplete			
67025	Office Chairs	12500.00	Approved			

My Notifications

Type	From	Subject	Sent
Requisition	MANAGER, BARRY	Purchase Requisition 67025 has been approved	13-Nov-2006
Requisition	MANAGER, BARRY	Purchase Requisition 67025 has been approved	09-Nov-2006

TIP Vacation Rules - Redirect or auto-respond to notifications.

Shop | Requisitions | **Receiving** | Shopping Cart | Home | Logout | Preferences | Help

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Shopping Cart

Your cart contains 2 lines.

Recently Added Lines

cpu	20	EACH
computer mon...	20	EACH

[View Cart and Checkout](#)

You should now see the Receiving page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Search Items to Receive Find by Requisition Number Go

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
67025	Office Chairs	BOISE OFFICE EQUIPMENT - 820443814	AG-22A7-P-07-0003	

My Receipts at a Glance

Click **View Details** to view receipt details. [Full List](#)

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
No data exists.						

Receiving Process

- ☐ **Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- ☐ **Return**
Need to send items back to the supplier?
[Return Items](#)
- ☐ **Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- ☐ **View**
View receipts with all associated returns and corrections.
[View Receipts](#)

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The *Receiving* page provides users with a number of receiving options.

In the *Receiving* section, users can choose to *Receive Items*, *Return Items*, *Correct Receipts*, and *View Receipts*.

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Receive Items link

The **Receive Items** link allows you to record receipt of the items and/or services you ordered, or receive on behalf of others.

Return Items link

The **Return Items** link allows items and/or services to be returned and sent back to the supplier.

Correct Receipts link

The **Correct Receipts** link allows you to make corrections to your receipt, specifically quantity.

View Receipts link

The **View Receipts** link allows receipts to be viewed with all associated returns and corrections.

These same options are offered to users on the right side of the *Receiving* page in the *Receiving Process* section.

Receiving Process

- ☐ **Receive**
 Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- ☐ **Return**
 Need to send items back to the supplier?
[Return Items](#)
- ☐ **Correct**
 Did you record the wrong receipt quantity?
[Correct Receipts](#)
- ☐ **View**
 View receipts with all associated returns and corrections.
[View Receipts](#)


These links work just like the links along the top, allowing you to quickly access lists of requisitions or receipts categorized by what action you want to take: *Receive Items*, *Return Items*, *Correct Receipts* or *View Receipts*.

The *Requisitions to Receive* section of the *Receiving* page provides a partial list of Requisitions awaiting action. To view all Requisitions pending receipt, click on the **Full List** button in this section.

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition.

Full List 

Requisition	Requisition Description	Supplier	Order Number	Receive
67025	Office Chairs	BOISE OFFICE EQUIPMENT - 820443814	AG-22A7-P-07-0003	

The *My Receipts at a Glance* section of the *Receiving* page provides a partial list of Receipts that have already been created. To view a short list of Receipts that you have created, click on the **Full List** button in this section.

My Receipts at a Glance


Click **View Details** to view receipt details.

Full List 

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
No data exists.						

Note: If the *Full List* is too large to manage, use the **Search and Select** tool to refine your results.

You can begin receiving items in a variety of ways:

- Click on the **Full List** button,  and select a specific Requisition to receive.
- Click on the **Receive Items** link at the top of the page under the Receiving heading.
- Click on the **Receive Items** link in the Receiving Process box on the right hand side of the screen.


- Search for a particular requisition to receipt against using the *Search Box* at the top of the page.

With the search tool you can quickly access a particular Requisition or Receipt using information about that document.

The search box contains a 'Search' label, a dropdown menu currently set to 'Items to Receive', another dropdown menu set to 'Find by Requisition Number', an empty text input field, and a 'Go' button.

The first search box allows you to pick which type of document you would like to search for: (1) Items to Receive, (2) Items to Return, (3) Receipts to Correct, or (4) Receipts to View.

Once you select the type of document you want to retrieve, you can then search by three different criteria: (1) Order Number, (2) Requisition Number, or (3) Supplier.

Tip! You can also Receive for a specific Requisition by clicking on the Receive icon  in the *My Requisitions* section of the *Shop* page.

My Requisitions Full List

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67130	computer monitors	9759.80	Incomplete			
67063	laptop	6123.81	Incomplete			
67025	Office Chairs	12500.00	Approved			

Note: Express Receiving functionality has been removed from IAS. The Receiving process has been simplified in this new release to ensure quick, accurate receiving for users.

Simple Receiving – Full Receipt

Now, let's take a closer look at the Receiving process. Receiving within IAS is a simple, three-step process: (1) Selecting Items, (2) Entering Receipt Information, and (3) Submitting the Receipt.

Step 1: Selecting Items

The first step in the full Receipt process is to find the Requisition that needs to be receipted. If it is a Requisition that you created, it will be in the list of *Requisitions to Receive* section of the *Receiving* page. That is where we will find the first Requisition we are going to work on.

Click on the link for the appropriate Requisition in the *Requisition* column of the *Requisitions to Receive* section of the *Receiving* page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Search Items to Receive Find by Requisition Number Go

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
67025	Office Chairs	BOISE OFFICE EQUIPMENT - 820443814	AG-22A7-P-07-0003	

My Receipts at a Glance

Click **View Details** to view receipt details. [Full List](#)

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
No data exists.						

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

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This will take you to a page displaying the details of your Requisition. Next, click on the **Receive** button at the bottom of the *View Requisition Details* page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Receiving >


Requisition 67025

Copy To Cart Cancel Requisition Change Receive

Description Office Chairs
 Created By REQUISITIONER, SEAN
 Creation Date 07-Nov-2006 15:37:25
 Deliver-To USDA RURAL DEVELOPMENT 230 N. 1ST AVE,
 SUITE 206 PHOENIX, , AZ, 85003
 Justification

Status Approved
 Change History No
 Urgent Requisition No
 Attachment None
 Note to Buyer

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Office Chairs	09-Dec-2006 00:00:00	RD-AZ-9417	EACH	50	250 USD	12500.00		AG-22A7-P-07-0003
Total							12500.00		


Return

Copy To Cart Cancel Requisition Change Receive

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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Note: Click on the **View Details** icon  in the *Details* column to access additional line details.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Receiving > Requisition 67025 >

Requisition 67025 Line 1: Details

OK

Requisition

Description Office Chairs
 Status Approved
 Change History No
 Current Approver
 Approver Phone
 Date Sent to Approver

 [Show Additional Information](#)

Order AG-22A7-P-07-0003
 Buyer CONTRACTING OFFICER JANICE
 Supplier BOISE OFFICE EQUIPMENT - 820443814
 Supplier Contact

Status Approved
 Buyer Phone
 Supplier Site 820443814 C
 Supplier Phone

Shipment

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number	Track Shipment
No data exists.					

Receipt

Receipt	Transaction Date	Received Unit	Received By	Received by Phone	Items Returned
No data exists.					

OK

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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Clicking the **Show Additional Information** link will provide a further level of detail.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Receiving > Requisition 67025 >

Requisition 67025 Line 1: Details

Requisition

Description: Office Chairs
Status: Approved
Change History: No
Current Approver: [Name]
Approver Phone: [Phone]
Date Sent to Approver: [Date]

[Hide Additional Information](#)

Item Information

Requester: REQUISITIONER, SEAN
Need-By Date: 09-Dec-2006 00:00:00
Item Number: [Number]
Category Description: MAINT-REP OF OFFICE SUPPLIES
P-Card Used: No
Taxable: No

Deliver-To Location: RD-AZ-9417
Destination Type: Expense
Inventory Replenishment Request: No
Supplier: 108307698
Supplier Site: 108307698ES
Supplier Contact: [Name]
Contact Phone: [Phone]
Supplier Item: IQ-COMMIT
Transaction Code: F
Partial/Final Flag set by CO on the Obligation: Final
Partial/Final Flag in FFIS: 50
Obligated Quantity in FFIS: 12500
Obligated Amount in FFIS: 12500

Charge Account

Charge Account	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
30 07 ZZ ZZZZZZZ ZZZZZZZ ZZ ZZZZZZZ ZZ 700000000 0210 ZZ ZZZZZZZ ZZZZ						100

Attachment

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

Order

Order: AG-22A7-P-07-0003
Buyer: CONTRACTING OFFICER, JANICE
Supplier: BOISE OFFICE EQUIPMENT - 820443814
Status: Approved
Buyer Phone: [Phone]
Supplier Site: 820443814 C
Supplier Phone: [Phone]

Shipment

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number	Track Shipment
No data exists.					

Once you have reviewed the details of your Requisition, click the **OK** button to return to the first Requisition detail page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Receiving >

Requisition 67025

Copy To Cart Cancel Requisition Change Receive

Description: Office Chairs
Created By: REQUISITIONER, SEAN
Creation Date: 07-Nov-2006 15:37:25
Deliver-To: USDA RURAL DEVELOPMENT 230 N. 1ST AVE, SUITE 206 PHOENIX, , AZ, 85003
Justification: [Text]
Status: Approved
Change History: No
Urgent Requisition: No
Attachment: None
Note to Buyer: [Text]

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Office Chairs	09-Dec-2006 00:00:00	RD-AZ-9417	EACH	50	250 USD	12500.00		
Total							12500.00		

Return

Copy To Cart Cancel Requisition Change Receive

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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From this page, you are presented with four options:

- **Copy to Cart** – This button allows you to copy the line items to your *Shopping Cart* to add them to a new Requisition.
- **Cancel Requisition** – This button allows you to begin the process of canceling your Requisition. This process will be covered in another section.
- **Change** – This button allows you to begin the process of changing your Requisition.
- **Receive** – This button allows you to start the Receiving and Receipting process.

Click the **Receive** button to continue. This will take you to the *Receive Items: Select Items* page.

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Shopping Cart | Home | Logout | Preferences | Help

Shop | Requisitions | **Receiving**

Select Items | Receipt Information | Review & Submit

Receive Items: Select Items

Cancel | Clear Changes | Step 1 of 3 | Next

Requester: REQUISITIONER, SEAN

☐ Include employees from all organizations

Requisition Number:

Supplier:

Order Number:

Shipment Number:

Items Due: Any Time

(Enter at least one additional search criterion when selecting items Due Any Time)

Go | Clear

Select All | Select None

Select Requisition	Description	Need-By	Unit	Receipt Quantity	Ordered	Received	Supplier	Order Type	Order Number	Shipment Number
<input type="checkbox"/> 67025	Office Chairs	09-Dec-2006 00:00:00	EACH	50	50	0	BOISE OFFICE EQUIPMENT - 820443814	Purchase	AG-22A7-P-07-0003	

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel | Clear Changes | Step 1 of 3 | Next

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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Tip! Notice that the Progress Bar at the top serves as an indicator to which step you are currently in during the Receiving Process.



On the *Receive Items: Select Items* page, select the Requisition Line Item for action. For this example, we are viewing a Requisition that contains only one Line Item. Enter in the amount/quantity you wish to receive in the *Receipt Quantity* field.

Select	Requisition	Description	Need-By	Unit	Receipt Quantity	Ordered	Received	Supplier	Order Type	Order Number	Shipment Number
<input type="checkbox"/>	67025	Office Chairs	09-Dec-2006 00:00:00	EACH	50	50	0	BOISE OFFICE EQUIPMENT - 820443814	Purchase	AG-22A7-P-07-0003	

The system defaults to what is open to Receipt. If you wish to change this amount, click in the field and enter the correct amount. Finally, click on the **Next** button to proceed.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Select Items

Cancel Clear Changes Step 1 of 3 Next

Requester: REQUISITIONER, SEAN

☐ Include employees from all organizations

Requisition Number: 67025

Supplier:

Order Number:

Shipment Number:

Items Due: Any Time

(Enter at least one additional search criterion when selecting items Due Any Time)

Go Clear

Select All	Select None	Select Requisition	Description	Need By	Unit	Receipt Quantity	Ordered	Received	Supplier	Order Type	Order Number	Shipment Number
<input checked="" type="checkbox"/>		67025	Office Chairs	09-Dec-2006 00:00:00	EACH	50	50	0	BOISE OFFICE EQUIPMENT - 820443814	Purchase	AG-22A7-P-07-0003	

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Step 2: Entering Receipt Information

Step two of the Receiving process is to enter your Receipt Information into IAS. This will take you to the *Receive Items: Enter Receipt Information* page. This page provides an opportunity to document Receipt information not already captured.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Enter Receipt Information

* Indicates required field

* Receipt Date: 16-Nov-2006 13:49:30

(example: 16-Nov-2006 19:45:00)

Waybill:

Packing Slip:

Transaction Code:

Receipt Comments:

Cancel Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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The *Receipt Date* is the date you received and accepted the items. This field populates with the current date by default. If you did not accept the items today, change this date to reflect the actual acceptance date. To update it you can click in the field and type the date, it must be in the correct format: **DD-MMM-YYYY HH:MM:SS**. For example, August 7, 2006 at 2:45 pm will look like 07-Aug-2006 14:45:00.

You can also utilize the calendar  function to update the date.

Note: A date from the past may be entered if that was when the goods or services were accepted.

Warning! This date is critical to processing invoice in accordance with Prompt Pay guidelines. Refer to the Systems Business Rules for further information.

After entering your Receipt information, click the **Next** button to proceed.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Enter Receipt Information

* Indicates required field

* Receipt Date 16-Nov-2006 13:49:30
(example: 16-Nov-2006 19:45:00)

Waybill

Packing Slip

Transaction Code

Receipt Comments

Cancel Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Warning! When you select the **Next** button, you might receive a **Warning** at the top of the *Receive Items: Enter Receipt Information* screen. If you want to keep the existing date you have entered, click **Next** again to continue on to Step 3. This **Warning** will not keep you from completing the Receiving process. It serves as a check to make sure you have correctly entered your *Receipt Date*.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Warning

Receipt Date - Date entered is not within the tolerance period set-up for the following items. Correct the date entered, or press the Next to accept the existing date.

- Item Description Office Chairs, Order Number AG-22A7-P-07-0003, Supplier BOISE OFFICE EQUIPMENT - 820443814, Expected Receipt Date 09-Dec-2006

Receive Items: Enter Receipt Information

* Indicates required field

* Receipt Date 16-Nov-2006 13:49:30
(example: 16-Nov-2006 19:45:00)

Date entered is not within the tolerance period set-up for the following items. Correct the date entered, or press the Next to accept the existing date.

- Item Description Office Chairs, Order Number AG-22A7-P-07-0003, Supplier BOISE OFFICE EQUIPMENT - 820443814, Expected Receipt Date 09-Dec-2006

Waybill

Packing Slip

Transaction Code

Receipt Comments

Cancel Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Step 3: Submitting the Receipt

The final step in the Receiving process is to submit your Receipt.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Review and Submit

(Cancel) (Back) Step 3 of 3 (Submit)

Receipt Information

Receipt Date 16-Nov-2006 13:49:30

Receipt Comments

Received Item Details

Requisition	Description	Receipt Quantity Unit	Waybill	Packing Slip	Transaction Code	Item Comments	Supplier
67025	Office Chairs	50 EACH					BOISE OFFICE EQUIPMENT - 820443814

(Cancel) (Back) Step 3 of 3 (Submit)

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Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

Privacy Statement

Before you complete the Receipt, it is always a good idea to review the Receipt details. Use the browser's Back button to edit any information on previous pages.

Click the **Submit** button to complete the Receipt. The *Confirmation* page will indicate the Receipt has been successfully created and a Receipt number will appear below the *Confirmation* heading.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Confirmation

Receipt 59666 has been created for you.

Receive Items: Confirmation Details

Receipt Information

Receipt Date 16-Nov-2006 13:49:30

Received Item Details

Receipt	Requisition	Description	Receipt Quantity Unit	Waybill	Packing Slip	Transaction Code	Item Comments	Receipt Comments	Supplier
59666	67025	Office Chairs	50 EACH						BOISE OFFICE EQUIPMENT - 820443814

Return to Receiving

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Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

Privacy Statement

Remember! Verify that you have the confirmation and Receipt number. This will indicate the transaction has been sent to FFIS for validation. If there are any messages from FFIS, you will receive an email with the details. You will need to contact your Document Resolution Manager (DRM) for assistance if there are any reject messages from FFIS.

Complex Receiving – Partial Receipt

Partial Receipt Business Process

If only some of the items requested are delivered or if the Requisition was for a contract that will be paid out over time, a partial Receipt must be created. You should create the Receipt as soon as possible after receiving the goods or services. This is especially important for Prompt Pay Rules.


Prompt Pay Act

The Prompt Pay Act limits the amount of time within which a Vendor must be paid, once they have rendered and billed for a good or service depending on the type of good or services, before interest payments are incurred. This duration is calculated from the date the goods were received (i.e. the Receive Date entered in IAS) or the date the Invoice was received from the Vendor, whichever one is later. If the Vendor is not paid within Prompt Pay Act allotted time frame, then the Vendor is due interest on the goods or services.

Tip! It is very important to enter in Receipts in a timely fashion so that Invoices can be processed quickly and the Vendors can get paid.

For more information on the Prompt Pay act, including details on how the interest is calculated or the turn around time for Vendor payment is calculated, please refer to the Prompt Pay Web site - <http://www.fms.treas.gov/prompt/regulations.html>.

Creating a Partial Receipt

There are many ways to access the Receiving function in IAS. To quickly access the receiving from the *Shop* page, look for your Requisition in the *My Requisitions* section. If your Requisition has been awarded, then your Requisition will have a Receive icon in the *Receive* column. Simply click on the **Receive** icon  to jump straight to the *Receive Items: Select Items* page.

If your Requisition doesn't appear in the *My Requisitions* section of the *Shop* page, then you can access the Requisition from the *Receiving* section of the Requisitioning Module. Click on the **Receiving** tab to go to the *Receiving* page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Stores | Categories | Shopping Lists | Non-Catalog Request

Search Exchange.Oracle.com Go Advanced Search

Stores

Main Store Exchange.Oracle.com

My Requisitions

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67064	IBM ThinkPad Laptops for remote employees	15000.00	Approved			
67024	Contract to maintain grounds of local reserve	743600.00	Approved			

My Notifications

Type	From	Subject	Sent
Requisition	MANAGER, CHARLIE	Purchase Requisition 67064 has been approved	13-Nov-2006

TIP Vacation Rules - Redirect or auto-respond to notifications.

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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On the *Receiving* Page, you can see the Receipts that you've created and the Requisitions that are ready for Receiving. You can also search for Requisitions using the Search feature.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Search Items to Receive Find by Requisition Number Go

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition.

Requisition	Requisition Description	Supplier	Order Number	Receive
67064	IBM ThinkPad Laptops for remote employees	IBM - 130871985	AG-1358-P-07-0003	
67024	Contract to maintain grounds of local reserve	MARC PERKINS	AG-1358-P-07-0002	

My Receipts at a Glance

Click **View Details** to view receipt details.


Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59867	IBM ThinkPad Laptops for remote employees	16-Nov-2006	14-Nov-2006	IBM - 130871985	Approved by FFIS	

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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In this example, some of the services for the "Contract to maintain grounds of local reserve" have been completed. To Receive for that Requisition, number 67024, click on the **Receive Items** icon .

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Search Items to Receive Find by Requisition Number Go

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition.

Requisition	Requisition Description	Supplier	Order Number	Receive
67064	IBM ThinkPad Laptops for remote employees	IBM - 130871985	AG-1358-P-07-0003	
67024	Contract to maintain grounds of local reserve	MARC PERKINS	AG-1358-P-07-0002	

Full List

My Receipts at a Glance

Click **View Details** to view receipt details.

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59567	IBM ThinkPad Laptops for remote employees	16-Nov-2006	14-Nov-2006	IBM - 130871985	Approved by FFIS	

Full List

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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This will take you to the *Receive Items: Select Items* page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Select Items Receipt Information Review & Submit

Receive Items: Select Items

Cancel Clear Changes Step 1 of 3 Next

Requester

☐ Include employees from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due Any Time

(Enter at least one additional search criterion when selecting Items Due Any Time)

Go Clear

Select All Select None

Select	Requisition	Description	Need-By	Unit	Receipt Quantity	Ordered	Received	Supplier	Order Type	Order Number	Shipment Number
<input type="checkbox"/>	67024	Contract to maintain grounds of local reserve	08-Jan-2007 00:00:00	DOLLAR US	83598.75	83598.75	0	MARC PERKINS	Purchase	AG-1358-P-07-0002	
<input type="checkbox"/>	67024	Contract to maintain grounds of local reserve	08-Jan-2007 00:00:00	DOLLAR US	102176.25	102176.25	0	MARC PERKINS	Purchase	AG-1358-P-07-0002	
<input type="checkbox"/>	67024	Contract to manage security for the reserve area	08-Jan-2007 00:00:00	DOLLAR US	557825	557825	0	MARC PERKINS	Purchase	AG-1358-P-07-0002	

☒ TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Notice that this Requisition has three line items, two line items with for the same thing. The line items in the *Receiving* section correspond to the Accounting lines set up in the Requisition. This allows you to Receive for the appropriate accounts.

On the *Receive Items: Select Items* page, pick the line item for which you want to Receive. Check the **Select Check Box** in the *Select* column.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Select Items

Requester

☐ Include employees from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due

(Enter at least one additional search criterion when selecting Items Due Any Time)

Go Clear

Select All | Select None

Select Requisition	Description	Need By	Unit	Receipt Quantity	Ordered	Received	Supplier	Order Type	Order Number	Shipment Number
<input checked="" type="checkbox"/> 67024	Contract to maintain grounds of local reserve	08-Jan-2007 00:00:00	DOLLAR US	83598.75	83598.75	0	MARC PERKINS	Purchase	AG-1368-P-07-0002	
<input type="checkbox"/> 67024	Contract to maintain grounds of local reserve	08-Jan-2007 00:00:00	DOLLAR US	102176.25	102176.25	0	MARC PERKINS	Purchase	AG-1368-P-07-0002	
<input type="checkbox"/> 67024	Contract to manage security for the reserve area	08-Jan-2007 00:00:00	DOLLAR US	557825	557825	0	MARC PERKINS	Purchase	AG-1368-P-07-0002	

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Then enter the amount received in the *Receipt Quantity* field.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Select Items

Requester

☐ Include employees from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due

(Enter at least one additional search criterion when selecting Items Due Any Time)

Go Clear

Select All | Select None

Select Requisition	Description	Need By	Unit	Receipt Quantity	Ordered	Received	Supplier	Order Type	Order Number	Shipment Number
<input checked="" type="checkbox"/> 67024	Contract to maintain grounds of local reserve	08-Jan-2007 00:00:00	DOLLAR US	2504.25	83598.75	0	MARC PERKINS	Purchase	AG-1368-P-07-0002	
<input type="checkbox"/> 67024	Contract to maintain grounds of local reserve	08-Jan-2007 00:00:00	DOLLAR US	102176.25	102176.25	0	MARC PERKINS	Purchase	AG-1368-P-07-0002	
<input type="checkbox"/> 67024	Contract to manage security for the reserve area	08-Jan-2007 00:00:00	DOLLAR US	557825	557825	0	MARC PERKINS	Purchase	AG-1368-P-07-0002	

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Once you have completed the appropriate fields, continue through the Receiving process by clicking on the **Next** button.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Select Items

Requester

☐ Include employees from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due Any Time

(Enter at least one additional search criterion when selecting Items Due Any Time)

Go Clear

Select All | Select None

Select Requisition	Description	Need By	Unit	Receipt Quantity	Ordered Received	Supplier	Order Type	Order Number	Shipment Number
<input checked="" type="checkbox"/> 67024	Contract to maintain grounds of local reserve	08-Jan-2007 00:00:00	DOLLAR US	2504.25	83698.75	MARC PERKINS	Purchase	AG-1368-P-07-0002	
<input type="checkbox"/> 67024	Contract to maintain grounds of local reserve	08-Jan-2007 00:00:00	DOLLAR US	102176.25	102176.25	MARC PERKINS	Purchase	AG-1368-P-07-0002	
<input type="checkbox"/> 67024	Contract to manage security for the reserve area	08-Jan-2007 00:00:00	DOLLAR US	557825	557825	MARC PERKINS	Purchase	AG-1368-P-07-0002	

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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This will take you to the *Receive Items: Enter Receipt Information* page.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Enter Receipt Information

* Indicates required field

* Receipt Date 21-Nov-2006 14:30:16

(example: 21-Nov-2006 19:45:00)

Packing Slip

Transaction Code

Receipt Comments

Cancel Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Adjust the *Receipt Date* to the day you actually received the goods. In the case of prolonged contracts where you receive the goods over time, enter the last date of services reflected in the amount received. For example, if you are paying for a service contract, you will probably be entering the Receipt for the services when you get the invoice for those services. The Receipt date is the last day services were rendered. In this example, the last date services were rendered was November 20th, 2006 at 11:25 am, so that is the date entered into the Receipt field.

Enter any comments necessary in the *Receipt Comments* field, such as the Invoice number for future reference. When you have filled in all the appropriate fields, click the **Next** button to continue through the receiving process.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Enter Receipt Information

* Indicates required field

* Receipt Date 20-Nov-2006 11:25:00
(example: 21-Nov-2006 19:45:00)

Waybill

Packing Slip

Transaction Code

Receipt Comments Invoice # 7489-37578920

Cancel Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Note: IAS has default tolerances set up for the *Receipt Date* field. IAS expects you to receive your items within 2 days of the *Need-by Date* originally set up with the Requisition. If your *Receipt Date* does not fall within those parameters, IAS will give you a warning when creating your Receipt.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Warning

Receipt Date - Date entered is not within the tolerance period set-up for the following items. Correct the date entered, or press the **Next** to accept the existing date.

- Item Description Contract to maintain grounds of local reserve, Order Number AG-1358-P-07-0002, Supplier MARC PERKINS, Expected Receipt Date 08-Jan-2007

Receive Items: Enter Receipt Information

* Indicates required field

* Receipt Date 20-Nov-2006 11:25:00
(example: 21-Nov-2006 19:45:00)
Date entered is not within the tolerance period set-up for the following items. Correct the date entered, or press the **Next** to accept the existing date.

- Item Description Contract to maintain grounds of local reserve, Order Number AG-1358-P-07-0002, Supplier MARC PERKINS, Expected Receipt Date 08-Jan-2007

Waybill

Packing Slip

Transaction Code

Receipt Comments Invoice # 7489-37578920

Cancel Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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This warning is to help you make sure you are entering the correct receipt date. If the date is correct, then simply click the **Next** button again to continue to the final step.

This will take you to the *Receive Items: Review and Submit* page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information **Review & Submit**

Receive Items: Review and Submit

Cancel Back Step 3 of 3 Submit

Receipt Information

Receipt Date 20-Nov-2006 11:25:00
Receipt Comments Invoice # 7489-37578920

Received Item Details

Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Transaction Code	Item Comments	Supplier
67024	Contract to maintain grounds of local reserve	2504.25	DOLLAR US				Invoice # 7489-37578920	MARC PERKINS

Cancel Back Step 3 of 3 Submit

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Review your Receipt one last time. When you are sure that everything is correct, click on the **Submit** button to complete the Receipt.

This will take you to the *Receive Items: Confirmation Details*.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Confirmation

Receipt 59674 has been created for you.

Receive Items: Confirmation Details

Receipt Information

Receipt Date 20-Nov-2006 11:25:00

Received Item Details

Receipt	Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Transaction Code	Item Comments	Receipt Comments	Supplier
59674	67024	Contract to maintain grounds of local reserve	2504.25	DOLLAR US				Invoice # 7489-37578920	Invoice # 7489-37578920	MARC PERKINS

[Return to Receiving](#)

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Now, the Receipt is complete.

Viewing Receipts

From the Receiving home page you can view all of your Receipts. If you need to make a correction or return an item, you can begin doing so from here.

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Shopping Cart | Home | Logout | Preferences | Help

Shop | Requisitions | **Receiving**

Search: Items to Receive | Find by Requisition Number | Go

Receiving

Select the receiving action you want to perform.

- [Receive Items](#)
- [Return Items](#)
- [Correct Receipts](#)
- [View Receipts](#)

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
No data exists.				

My Receipts at a Glance

Click **View Details** to view receipt details. [Full List](#)

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59666	Office Chairs	16-Nov-2006	16-Nov-2006	BOISE OFFICE EQUIPMENT - 820443814		

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

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You can view your Receipts in a variety of ways:

- Click on the **View Receipts** link at the top of the page under Receiving.
- Click on the links in the *My Receipts at a Glance* section.

My Receipts at a Glance

Click **View Details** to view receipt details. [Full List](#)

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59666	Office Chairs	16-Nov-2006	16-Nov-2006	BOISE OFFICE EQUIPMENT - 820443814		

- Click on the links in the Receiving Process box on the right hand side of the page.

View

View receipts with all associated returns and corrections.

[View Receipts](#)

- Click on the Glasses icon in the View Details column.
- Select the Full List button and select a Receipt from the View Receipts page.

Accessing the Receipt Status in IAS

As previously stated, in IAS Release 3.0, a user can view the status of Receipts in FFIS by viewing the Receipt Details. There are 3 status messages: Blank (no message), Approved by FFIS, or Rejected by FFIS.

Blank Status (no message)

The status field is blank when the Receipt is first submitted to FFIS. Since FFIS has not yet processed the Receipt, it has not sent a message back to IAS.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Return Items Correct Receipt Done

Receipt Details

Receipt 59672

Requisition 67024
 Description Contract to maintain grounds of local reserve
 Receipt Date 17-Nov-2006
 Supplier MARC PERKINS
 Order Type Purchase
 Order Number AG-1358-P-07-0002
 Waybill
 Packing Slip
 Comments Invoice #8475827

Transaction History

Net Quantity Received 2500.47
 Original Receipt Quantity 2500.47

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	2500.47 DOLLAR US	17-Nov-2006 15:52:50	REQUISITIONER, DAVE	

Return to Receiving

Return Items Done

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Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

Privacy Statement

Approved by FFIS

The Receipt was sent to FFIS and there were no errors. The Receipt is now complete in the system.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Return Items Correct Receipt Done

Receipt Details

Receipt 59667

Requisition 67064
 Description IBM ThinkPad Laptops for remote employees
 Receipt Date 16-Nov-2006
 Supplier IBM - 130871985
 Order Type Purchase
 Order Number AG-1358-P-07-0003
 Waybill
 Packing Slip
 Comments So far we've only received the first two laptops. Invoice #932749074

Transaction History

Net Quantity Received 2
 Original Receipt Quantity 2

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	2 EACH	14-Nov-2006 17:00:00	REQUISITIONER, DAVE	Approved by FFIS

Return to Receiving

Return Items Correct Receipt Done

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Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

Privacy Statement

Rejected by FFIS

The Receipt was sent to FFIS and there were errors. The Receipt must now be corrected or returned. At this point, the user should contact their Receipt Document Resolution Manager

for further details about the nature of the issue and attempt to resolve those in a timely manner.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receipt Details

Return Items Correct Receipt Done

Receipt 59704

Requisition 67024
Description Contract to manage security for the reserve area
Receipt Date 29-Nov-2006
Supplier MARC PERKINS
Order Type Purchase
Order Number AG-1358-P-07-0002
Waybill
Packing Slip
Comments

Transaction History

Net Quantity Received 950
Original Receipt Quantity 950

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	950 DOLLAR US	29-Nov-2006 09:53:39	REQUISITIONER, DAVE	Rejected by FFIS

Return to Receiving

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Note: Invoices cannot be paid if the associated Receipts need resolution. All Invoices are matched to a Receipt.

Navigating to the Receipt Status Information

It is very easy to access the Receipt Status information. From the *Shop* page in IAS, click on the **Receiving** tab. If the Receipt is recent, it will show under the *My Receipts at a Glance* section of the page. The *Status* field shows the current status of the Receipt.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Search Items to Receive Find by Requisition Number Go

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition. Full List

Requisition	Requisition Description	Supplier	Order Number	Receive
67064	IBM ThinkPad Laptops for remote employees	IBM - 130871985	AG-1358-P-07-0003	
67024	Contract to maintain grounds of local reserve	MARC PERKINS	AG-1358-P-07-0002	

My Receipts at a Glance

Click **View Details** to view receipt details. Full List

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59672	Contract to maintain grounds of local reserve	17-Nov-2006	17-Nov-2006	MARC PERKINS		
59667	IBM ThinkPad Laptops for remote employees	16-Nov-2006	14-Nov-2006	IBM - 130871985	Approved by FFIS	

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
Receive Items
- Return**
Need to send items back to the supplier?
Return Items
- Correct**
Did you record the wrong receipt quantity?
Correct Receipts
- View**
View receipts with all associated returns and corrections.
View Receipts

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Additionally, if you go to the *Receipt Details* page, the *Receipt Status* field is also displayed there. The fastest way to get to the *Receipt Details* page is to click on **Eyeglasses** icon under the *View Details* field in the *My Receipts at a Glance* section of the main *Receiving*

page. If your Receipt is not listed in the *My Receipts at a Glance* section, then you can still search for the Receipt using the Search menu at the top of the *Receiving* page.

New Feature! In IAS 3.0 users can now access the Receipt information for a Requisition from the *Requisition Details* page. Simply click on the **Details** icon to access the details for the line item.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisition 67064

Copy To Cart Cancel Requisition Change Receive

Description: **IBM ThinkPad Laptops for remote employees**
 Created By: **REQUISITIONER, DAVE**
 Creation Date: **09-Nov-2006 14:44:27**
 Deliver-To: **3101 PARK CENTER DRIVE ROOM 906 ALEXANDRIA, VA, 22302**
 Justification: **We just had a couple of new hires and they need computers as well**

Status: **Approved**
 Change History: **No**
 Urgent Requisition: **No**
 Attachment: **None**
 Note to Buyer:

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	IBM ThinkPad Laptops for remote employees	29-Dec-2006 00:00:00	FNS-HQ-ADMIN	EACH	6	2500 USD	15000.00		AG-1358-P-07-0003
Total							15000.00		

Return Copy To Cart Cancel Requisition Change Receive

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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This will take you to the *Requisition Line Details* page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisition 67064 > Requisition 67064 Line 1: Details

OK

Requisition

Description: **IBM ThinkPad Laptops for remote employees**
 Status: **Approved**
 Change History: **No**
 Current Approver:
 Approver Phone:
 Date Sent to Approver:

[Show Additional Information](#)

Order

Order: **AG-1358-P-07-0003**
 Buyer: **CONTRACTING OFFICER, ERICA**
 Supplier: **IBM - 130871985**
 Supplier Contact:

Status: **Approved**
 Buyer Phone:
 Supplier Site: **130871985 8**
 Supplier Phone:

Shipment

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number	Track Shipment
No data exists.					

Receipt

Receipt	Transaction Date	Received Unit	Received By	Received by Phone	Items Returned
59667	2006/11/14 17:00:00	1 EACH	REQUISITIONER, DAVE		Yes
59673	2006/11/21 13:42:02	2 EACH	REQUESTOR, FNS1	123-456-1135	No

OK

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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The *Receipts* section is near the bottom of the page. To access the Receipt details, click on the Receipt number. That will take you to the *Receipt Details* page.

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Shopping Cart | Home | Logout | Preferences | Help

Shop | Requisitions | **Receiving**

Receipt Details

Return Items | Correct Receipt | Done

Receipt 59667

Requisition: 67064
 Description: IBM ThinkPad Laptops for remote employees
 Receipt Date: 16-Nov-2006
 Supplier: IBM - 130871985
 Order Type: Purchase
 Order Number: AG-1358-P-07-0003
 Waybill
 Packing Slip
 Comments: So far we've only received the first two laptops. Invoice #932749074

Transaction History

Net Quantity Received: 1
 Original Receipt Quantity: 2

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	2 EACH	14-Nov-2006 17:00:00	REQUISITIONER, DAVE	Approved by FFIS
Return to Supplier	1 EACH	28-Nov-2006 09:33:59	REQUISITIONER, DAVE	Approved by FFIS

Return to Receiving

Return Items | Correct Receipt | Done

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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When you are finished reviewing the Receipt information, click on the **Done** button to return to the *Requisition Line Details* page.

HOW TO: Search for Receipts

When you are on the main *Receiving* page, there is a Search Tool near the top of the page.

ORACLE iProcurement

Search: Items to Receive | Find by Requisition Number | [] | Go

Receiving

Select the receiving action you want to perform

With the search tool you can quickly access a particular requisition or receipt using information about that document. The first search box allows you to pick which type of document you would like to search for: *Items to Receive*, *Items to Return*, *Receipts to Correct*, and *Receipts to View*.

Items to Receive

This option allows the user to search through the Requisitions for those that have items available for Receiving.

Items to Return

This option allows the user to search through the Requisitions for those that have Receipts against them.

Receipts to Correct

This option allows the user to search through the Requisitions for those that have Receipts against them but only the ones where the Receipts can be

modified.

Receipts to View

This option allows the user to search through the Requisitions for all Requisitions that have Receipts against them.

Once you select the type of document you want to retrieve, you can then search by three different criteria: *Order Number*, *Requisition Number*, or *Supplier*.

Order Number

This option allows the user to search for Requisitions associated with a specific Purchase Order number.

Requisition Number

This option allows the user to search for Requisitions by the Requisition Number.

Supplier

This option allows the user to search through the Requisitions that have been awarded to a particular supplier.

Correcting Receipts

In this section, you will learn how a Requisitioner can make corrections to a Requisition. To begin correcting a Receipt, click on the *Receiving* tab.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Stores | Categories | Shopping Lists | Non-Catalog Request

Search Exchange Oracle.com Go Advanced Search

Stores

Main Store Exchange Oracle.com

My Requisitions

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67163	Networking Equipment for Reorganizing the office	0.00	Cancelled			
67152	Contract for cleaning the office	0.00	Cancelled			
67151	Networking Equipment for Reorganizing the office	25125.00	Rejected			
67150	NetGear Ethernet hubs with 8 ports	7250.00	In Process			
67149	Contract for cleaning the office	14400.00	Approved			

My Notifications

Type	From	Subject	Sent
Requisition	MANAGER, CHARLIE	Purchase Requisition 67152 has been approved	17-Nov-2006
Requisition	MANAGER, CHARLIE	Purchase Requisition 67149 has been approved	17-Nov-2006
Requisition	MANAGER, SUSAN	Purchase Requisition 67151 has been rejected	17-Nov-2006

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The *Receiving* page should be displayed on your screen.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Search Items to Receive Find by Requisition Number Go

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts**
- View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition.

Requisition	Requisition Description	Supplier	Order Number	Receive
67064	IBM ThinkPad Laptops for remote employees	IBM - 130871985	AG-1358-P-07-0003	
67024	Contract to maintain grounds of local reserve	MARC PERKINS	AG-1358-P-07-0002	

My Receipts at a Glance

Click **View Details** to view receipt details.

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59674	Contract to maintain grounds of local reserve	21-Nov-2006	20-Nov-2006	MARC PERKINS	Approved by FFIS	
59672	Contract to maintain grounds of local reserve	17-Nov-2006	17-Nov-2006	MARC PERKINS	Approved by FFIS	
59667	IBM ThinkPad Laptops for remote employees	16-Nov-2006	14-Nov-2006	IBM - 130871985	Approved by FFIS	


Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

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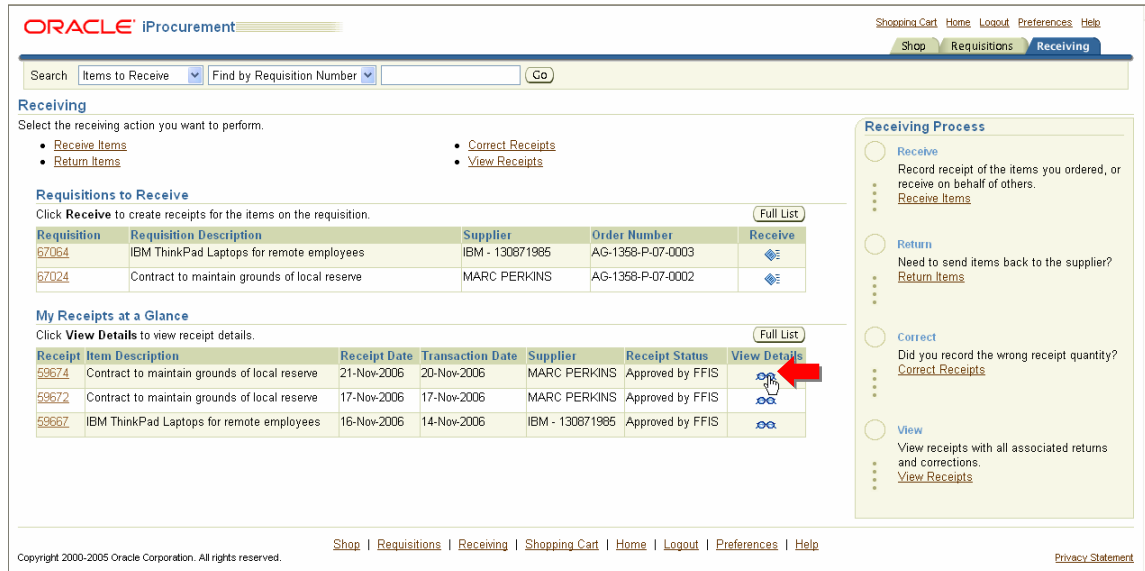
You can view and correct Receipts in a variety of ways from this page:

- Click on the **Correct Receipts** link in the *Receiving* section.
- Click on the **Correct Receipts** in the *Receiving Process* section.
- Click on the link for the Receipt number in the *Receipt* column of the *My Receipts at a Glance* section.

- Click the **Glasses** icon, , in the *View Details* section of the *My Receipts at a Glance* section for the appropriate Receipt.

Remember! All of these options allow you to correct your Receipt.

In this example, Receipt number 59674 will be modified. Click on the **Glasses** icon at the end of the row to select Receipt number 59674.



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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Search Items to Receive Find by Requisition Number (Go)

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
67064	IBM ThinkPad Laptops for remote employees	IBM - 130871985	AG-1358-P-07-0003	
67024	Contract to maintain grounds of local reserve	MARC PERKINS	AG-1358-P-07-0002	

My Receipts at a Glance

Click **View Details** to view receipt details. [Full List](#)

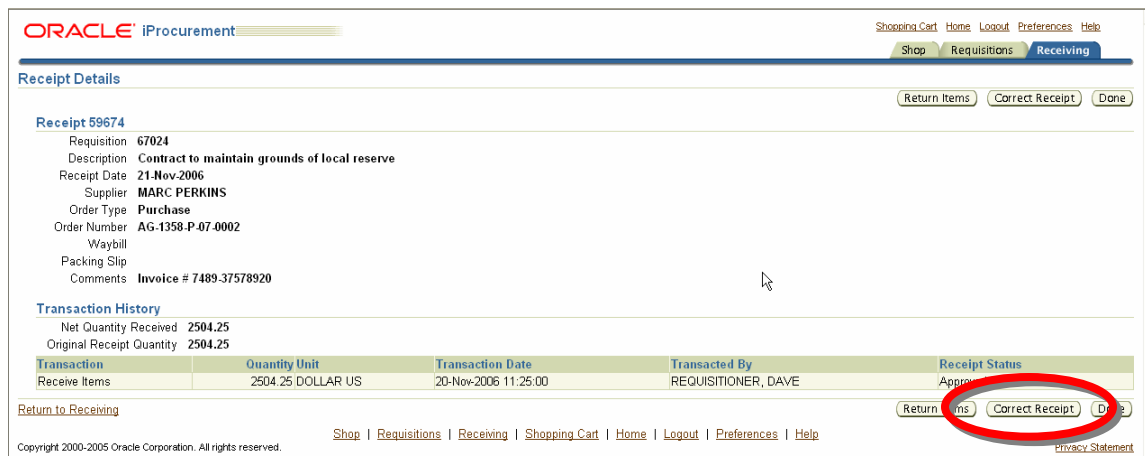
Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59674	Contract to maintain grounds of local reserve	21-Nov-2006	20-Nov-2006	MARC PERKINS	Approved by FFIS	
59672	Contract to maintain grounds of local reserve	17-Nov-2006	17-Nov-2006	MARC PERKINS	Approved by FFIS	
59667	IBM ThinkPad Laptops for remote employees	16-Nov-2006	14-Nov-2006	IBM - 130871985	Approved by FFIS	

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

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Now, the *Receipt Details* page is displayed. It provides details on the *Transaction History* and Order information for items contained in your Receipt.



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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Receipt Details

[Return Items](#) [Correct Receipt](#) [Done](#)

Receipt 59674

Requisition: 67024
Description: Contract to maintain grounds of local reserve
Receipt Date: 21-Nov-2006
Supplier: MARC PERKINS
Order Type: Purchase
Order Number: AG-1358-P-07-0002
Waybill
Packing Slip
Comments: Invoice # 7489-37578920

Transaction History

Net Quantity Received: 2504.25
Original Receipt Quantity: 2504.25

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	2504.25 DOLLAR US	20-Nov-2006 11:25:00	REQUISITIONER, DAVE	Approved

[Return to Receiving](#)

[Return Items](#) [Correct Receipt](#) [Done](#)

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Click the **Correct Receipt** button to continue.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receipt Details

Return Items Correct Receipt Done

Receipt 59674

Requisition 67024
Description Contract to maintain grounds of local reserve
Receipt Date 21-Nov-2006
Supplier MARC PERKINS
Order Type Purchase
Order Number AG-1358-P-07-0002
Waybill
Packing Slip
Comments Invoice # 7489-37578920

Transaction History

Net Quantity Received 2504.25
Original Receipt Quantity 2504.25

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	2504.25 DOLLAR US	20-Nov-2006 11:25:00	REQUISITIONER, DAVE	Approved by FFIS

Return to Receiving

Return Items Correct Receipt Done

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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The *Correct Receipts: Select Receipts* page should now be displayed on your screen.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receiving >

Correct Receipts: Select Receipts

Cancel Clear Changes Continue

Receipt Created By

☐ Include employees from all organizations

Items Received Any Time
(Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt 59674

Requisition Number

Order Number

Supplier

Go Clear

Receipt	Requisition	Description	Correct Quantity Unit	Received Supplier	Order Number
59674	67024	Contract to maintain grounds of local reserve		2504.25 MARC PERKINS	AG-1358-P-07-0002

Indicates an adjusted receipt quantity

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Continue

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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NOTE: If a Receipt quantity has been previously adjusted, a blue circle  will be displayed next to that line item.

Enter the corrected quantity into the **Correct Quantity** field.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receiving >

Correct Receipts: Select Receipts

Cancel Clear Changes Continue

Receipt Created By

☐ Include employees from all organizations

Items Received Any Time
(Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt 59674

Requisition Number

Order Number

Supplier

Go Clear

Receipt	Requisition	Description	Correct Quantity Unit	Received Supplier	Order Number
59674	67024	Contract to maintain grounds of local reserve	3255.65 DOLLAR US	2504.25 MARC PERKINS	AG-1358-P-07-0002

Indicates an adjusted receipt quantity

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Continue

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Next, click the **Continue** button.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receiving >

Correct Receipts: Select Receipts

Cancel Clear Changes Continue

Receipt Created By

☐ Include employees from all organizations

Items Received (Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt

Requisition Number

Order Number

Supplier

Go Clear

Receipt	Requisition	Description	Correct Quantity Unit	Received Supplier	Order Number
59674	67024	Contract to maintain grounds of local reserve	3255.65 DOLLAR US	2504.25 MARC PERKINS	AG-1358-P-07-0002

☒ Indicates an adjusted receipt quantity

☒ TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Continue

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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The *Correct Receipts: Review and Submit* page should be displayed at this time.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receiving >

Correct Receipts: Review and Submit

Cancel Back Submit

Receipt	Item Description	Correct Quantity Unit	Change	Received Supplier
59674	Contract to maintain grounds of local reserve	3255.65 DOLLAR US	751.4	2504.25 MARC PERKINS

Cancel Back Submit

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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Please review your changes to ensure accuracy. If you need to make additional changes to the Receipt, click the **Back** button. After confirming changes, please select the **Submit** button.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receiving >

Correct Receipts: Review and Submit

Cancel Back Submit

Receipt	Item Description	Correct Quantity Unit	Change	Received Supplier
59674	Contract to maintain grounds of local reserve	3255.65 DOLLAR US	751.4	2504.25 MARC PERKINS

Cancel Back Submit

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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The *Correct Receipts: Confirmation Details* page will be displayed. A confirmation message will appear across the top of this page ensuring your corrections have been submitted.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receiving >

Confirmation

Your corrections have been submitted.

Correct Receipts: Confirmation Details

Receipt	Item Description	Correct Quantity Unit	Change	Received Supplier
59674	Contract to maintain grounds of local reserve	3255.65 DOLLAR US	751.4	2504.25 MARC PERKINS

[Return to Receiving](#)

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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As a Requisitioner, you can track the status of each of your Receipts. On the *Receipt Details* page, you will see a note in the *Transaction History* section displaying the correction to your Receipt.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receipt Details

Return Items Correct Receipt Done

Receipt 59674

Requisition: 67024
 Description: Contract to maintain grounds of local reserve
 Receipt Date: 21-Nov-2006
 Supplier: MARC PERKINS
 Order Type: Purchase
 Order Number: AG-1358-P-07-0002
 Waybill
 Packing Slip
 Comments: Invoice # 7489-37578920

Transaction History

Net Quantity Received: 3255.65
 Original Receipt Quantity: 2504.25

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	2504.25 DOLLAR US	20-Nov-2006 11:25:00	REQUISITIONER, DAVE	Approved by FFIS
Correct Receipt	751.4 DOLLAR US	21-Nov-2006 14:39:20	REQUISITIONER, DAVE	Approved by FFIS

Return to Receiving

Return Items Correct Receipt Done

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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Return Receipts

In this section, you will learn how a Requisitioner can return a Requisition.

To get started, navigate to the *Receiving* page by clicking on the *Receiving* tab.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Stores | Categories | Shopping Lists | Non-Catalog Request

Search: Exchange Oracle.com Go Advanced Search

Stores

Main Store Exchange Oracle.com

My Requisitions

Full List

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67163	Networking Equipment for Reorganizing the office	0.00	Cancelled	[Icon]		
67152	Contract for cleaning the office	0.00	Cancelled	[Icon]		
67151	Networking Equipment for Reorganizing the office	25125.00	Rejected	[Icon]	[Icon]	
67150	NetGear Ethernet hubs with 8 ports	7250.00	In Process	[Icon]	[Icon]	
67149	Contract for cleaning the office	19200.00	In Process	[Icon]	[Icon]	

My Notifications

Full List

Type	From	Subject	Sent
Requisition	MANAGER, CHARLIE	Purchase Requisition 67152 has been approved	17-Nov-2006
Requisition	MANAGER, CHARLIE	Purchase Requisition 67149 has been approved	17-Nov-2006
Requisition	MANAGER, SUSAN	Purchase Requisition 67151 has been rejected	17-Nov-2006

TIP Vacation Rules - Redirect or auto-respond to notifications.

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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The *Receiving* page should be displayed on your screen.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Search Items to Receive Find by Requisition Number Go

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
67064	IBM ThinkPad Laptops for remote employees	IBM - 130871985	AG-1358-P-07-0003	
67024	Contract to maintain grounds of local reserve	MARC PERKINS	AG-1358-P-07-0002	

My Receipts at a Glance

Click **View Details** to view receipt details. [Full List](#)

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59674	Contract to maintain grounds of local reserve	21-Nov-2006	20-Nov-2006	MARC PERKINS	Approved by FFIS	
59672	Contract to maintain grounds of local reserve	17-Nov-2006	17-Nov-2006	MARC PERKINS	Approved by FFIS	
59667	IBM ThinkPad Laptops for remote employees	16-Nov-2006	14-Nov-2006	IBM - 130871985	Approved by FFIS	

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

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You can return Receipts in a variety of ways from this page:

- Click on the **Return Items** link in the *Receiving* section.
- Click on the **Return Items** in the *Receiving Process* section.
- Click on the link for the Receipt number in the *Receipt* column of the *My Receipts at a Glance* section.
- Click on the **Glasses** icon in the *View Details* column of the *My Receipts at a Glance* section.

For this example, the Receipt details will be accessed by clicking on the **Glasses** icon. Any of the methods listed above will allow you to return items.

In this example, one of the laptops received was not the correct model. The Receipt for that transaction is number 59667. Click on the **Glasses** icon at the end of the row to select that Receipt.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Search Items to Receive Find by Requisition Number Go

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
67064	IBM ThinkPad Laptops for remote employees	IBM - 130871985	AG-1358-P-07-0003	
67024	Contract to maintain grounds of local reserve	MARC PERKINS	AG-1358-P-07-0002	

My Receipts at a Glance

Click **View Details** to view receipt details. [Full List](#)

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59674	Contract to maintain grounds of local reserve	21-Nov-2006	20-Nov-2006	MARC PERKINS	Approved by FFIS	
59672	Contract to maintain grounds of local reserve	17-Nov-2006	17-Nov-2006	MARC PERKINS	Approved by FFIS	
59667	IBM ThinkPad Laptops for remote employees	16-Nov-2006	14-Nov-2006	IBM - 130871985	Approved by FFIS	

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

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The *Receipt Details* page should be displayed on your screen.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receipt Details

Return Items Correct Receipt Done

Receipt 59667

Requisition 67064
 Description IBM ThinkPad Laptops for remote employees
 Receipt Date 16-Nov-2006
 Supplier IBM - 130871985
 Order Type Purchase
 Order Number AG-1358-P-07-0003
 Waybill
 Packing Slip
 Comments So far we've only received the first two laptops. Invoice #932749074

Transaction History

Net Quantity Received 2
 Original Receipt Quantity 2

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	2 EACH	14-Nov-2006 17:00:00	REQUISITIONER, DAVE	Approved by FFIS

Return to Receiving

Return Items Correct Receipt Done

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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Click the **Return Items** button to begin returning your Receipt.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions **Receiving**

Receipt Details

Return Items Correct Receipt Done

Receipt 59667

Requisition 67064
 Description IBM ThinkPad Laptops for remote employees
 Receipt Date 16-Nov-2006
 Supplier IBM - 130871985
 Order Type Purchase
 Order Number AG-1358-P-07-0003
 Waybill
 Packing Slip
 Comments So far we've only received the first two laptops. Invoice #932749074

Transaction History

Net Quantity Received 2
 Original Receipt Quantity 2

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	2 EACH	14-Nov-2006 17:00:00	REQUISITIONER, DAVE	Approved by FFIS

Return to Receiving

Return Items Correct Receipt Done

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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There are three major steps in the process of returning a Receipt:

1. Find Receipt
2. Return Information
3. Review and Submit

Remember! The Progress Bar at the top of the screen allows you to keep track of your progress through the return Receipts process.



Step 1: Find Receipt

The *Return Items: Find Receipt* page should now be displayed on your screen. This is the first major step of the return Receipt process.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Find Receipt Return Information Review and Submit

Return Items: Find Receipt

Cancel Clear Changes Step 1 of 3 Next

Receipt Created By

☐ Include employees from all organizations

Items Received
(Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt

Requisition Number

Order Number

Supplier

Go Clear

Receipt	Requisition	Description	Return Quantity Unit	Quantity Received	Supplier	Order Number
59667	67064	IBM ThinkPad Laptops for remote employees	<input type="text" value="1"/> EACH	2	IBM - 130871965	AG-1358-P-07-0003

Indicates an adjusted receipt quantity

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Enter the quantity you want to return into the **Return Quantity** field. Notice, in this example, 1 of the two IBM ThinkPad Laptops for remote employees is being received.

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Shop Requisitions Receiving

Find Receipt Return Information Review and Submit

Return Items: Find Receipt

Cancel Clear Changes Step 1 of 3 Next

Receipt Created By

☐ Include employees from all organizations

Items Received
(Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt

Requisition Number

Order Number

Supplier

Go Clear

Receipt	Requisition	Description	Return Quantity Unit	Quantity Received	Supplier	Order Number
59667	67064	IBM ThinkPad Laptops for remote employees	<input type="text" value="1"/> EACH	2	IBM - 130871965	AG-1358-P-07-0003

Indicates an adjusted receipt quantity

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Next, click the **Next** button.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Find Receipt Return Information Review and Submit

Return Items: Find Receipt

Cancel Clear Changes Step 1 of 3 Next

Receipt Created By

☐ Include employees from all organizations

Items Received
(Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt

Requisition Number

Order Number

Supplier

Go Clear

Receipt	Requisition	Description	Return Quantity Unit	Quantity Received	Supplier	Order Number
59667	67064	IBM ThinkPad Laptops for remote employees	<input type="text" value="1"/> EACH	2	IBM - 130871965	AG-1358-P-07-0003

Indicates an adjusted receipt quantity

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Step 2: Return Information

The *Return Items: Enter Return Information* page should be displayed at this time.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Find Receipt Return Information Review and Submit

Return Items: Enter Return Information

Reason

Return Material Authorization

Comments

Cancel Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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In the **Comments** field, enter any information pertaining to or explaining the reason for the return Receipt.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Find Receipt Return Information Review and Submit

Return Items: Enter Return Information

Reason

Return Material Authorization

Comments

Cancel Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Note: No entries in the fields on this page are required, but the Comments field is highly recommended.

After entering your comments, please click the **Next** button.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Find Receipt Return Information Review and Submit

Return Items: Enter Return Information

Reason

Return Material Authorization

Comments

Cancel Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Step 3: Review and Submit

The *Return Items: Review and Submit Return* page should be displayed on your screen.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Find Receipt Return Information Review and Submit

Return Items: Review and Submit Return

Cancel Back Step 3 of 3 Submit

Receipt	Description	Quantity Returned	Unit	Quantity Received	Supplier	Reason	Return Material Authorization	Comments
59667	IBM ThinkPad Laptops for remote employees	1	EACH	2	IBM - 130871965			Wrong Laptop

Cancel Back Step 3 of 3 Submit

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Please review your changes to ensure accuracy. If you need to make additional changes or corrections to the Receipt, click the **Back** button. After confirming changes, please select the **Submit** button.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Find Receipt Return Information Review and Submit

Return Items: Review and Submit Return

Cancel Back Step 3 of 3 Submit

Receipt	Description	Quantity Returned	Unit	Quantity Received	Supplier	Reason	Return Material Authorization	Comments
59667	IBM ThinkPad Laptops for remote employees	1	EACH	2	IBM - 130871965			Wrong Laptop

Cancel Back Step 3 of 3 Submit

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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The *Return Items: Confirmation Details* page will be displayed. A confirmation message will appear across the top of this page ensuring your returns have been submitted.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Find Receipt Return Information Review and Submit

Return Items: Confirmation Details

Confirmation

Your returns have been submitted.

Return Items: Confirmation Details

Receipt	Description	Quantity Returned	Unit	Quantity Received	Reason	Return Material Authorization	Comments
59667	IBM ThinkPad Laptops for remote employees	1	EACH	2			Wrong Laptop

Return to Receiving

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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You can track the Status of your Receipts by clicking on the Glasses icon, , for a specific Receipt in the *My Receipts at a Glance* section of the *Receiving* page.

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Shop Requisitions Receiving

Search **Items to Receive** Find by Requisition Number **Go**

Receiving

Select the receiving action you want to perform.

- [Receive Items](#)
- [Return Items](#)
- [Correct Receipts](#)
- [View Receipts](#)

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition. Full List

Requisition	Requisition Description	Supplier	Order Number	Receive
67064	IBM ThinkPad Laptops for remote employees	IBM - 130871985	AG-1358-P-07-0003	
67024	Contract to maintain grounds of local reserve	MARC PERKINS	AG-1358-P-07-0002	

My Receipts at a Glance

Click **View Details** to view receipt details. Full List

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	Receipt Status	View Details
59674	Contract to maintain grounds of local reserve	21-Nov-2006	20-Nov-2006	MARC PERKINS	Approved by FFIS	
59672	Contract to maintain grounds of local reserve	17-Nov-2006	17-Nov-2006	MARC PERKINS	Approved by FFIS	
59667	IBM ThinkPad Laptops for remote employees	16-Nov-2006	14-Nov-2006	IBM - 130871985	Approved by FFIS	

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

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This brings up the *Receipt Details* page on your screen. The return Receipt in this example can be viewed on the *Receipt Details* page in the *Transaction History* section.

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Shop Requisitions Receiving

Receipt Details Return Items Correct Receipt Done

Receipt 59667

Requisition **67064**
 Description **IBM ThinkPad Laptops for remote employees**
 Receipt Date **16-Nov-2006**
 Supplier **IBM - 130871985**
 Order Type **Purchase**
 Order Number **AG-1358-P-07-0003**
 Waybill
 Packing Slip
 Comments **So far we've only received the first two laptops. Invoice #932749074**

Transaction History

Net Quantity Received **1**
 Original Receipt Quantity **2**

Transaction	Quantity Unit	Transaction Date	Transacted By	Receipt Status
Receive Items	2 EACH	14-Nov-2006 17:00:00	REQUISITIONER, DAVE	Approved by FFIS
Return to Supplier	1 EACH	28-Nov-2006 09:33:59	REQUISITIONER, DAVE	

[Return to Receiving](#) Return Items Correct Receipt Done

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Conclusion

You have reached the end of the **IAS Release 3.0 Desktop User Guide**. This guide was designed to provide an understanding of the basics of navigating through the Requisition Management and Receiving modules.

Attached at the end of this document are a few of the diagrams and flow charts that may have been too small to see. Please refer to them in their full-sized, printer-friendly format below.

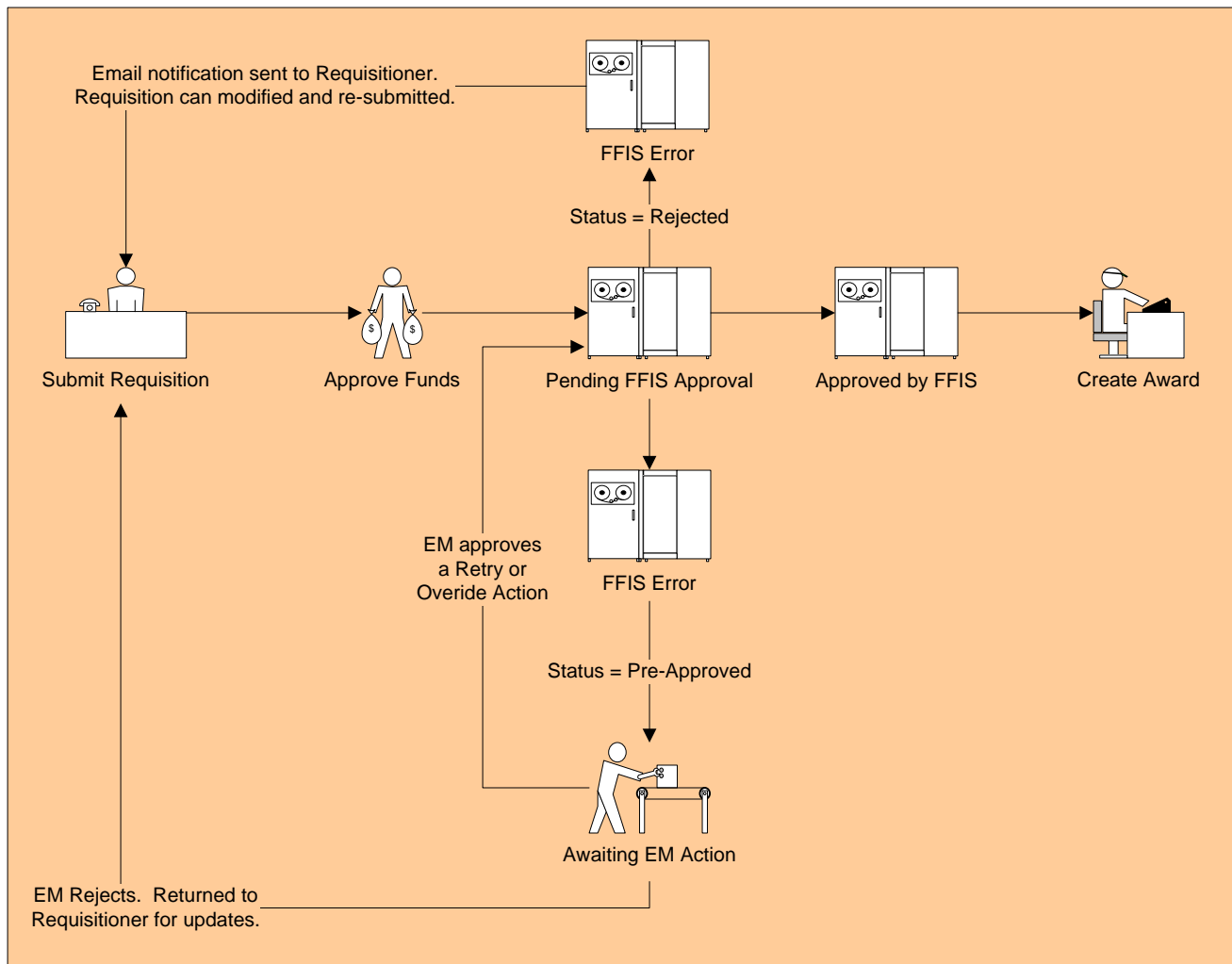
Additional Resources

IAS Help Desk

If you need assistance with the IAS system, you can contact the IAS Help Desk via the IAS Help Desk web site at www.iashelpdesk.com. You can also call them at **1-866-IAS-8686** or send them a message via email at support@iashelpdesk.com.



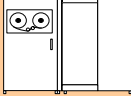
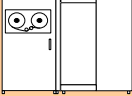

IAS Portal Site

Procurement Systems Division's IAS Customer Service Team maintains the IAS Portal site as an information resource for the IAS User Community. This frequently-updated site is a rich repository of information containing IAS News Updates, System Updates, Quick Tips, FAQs and other useful user tools. Visit this site at <http://www.ias.usda.gov> soon, and make it part of your IAS "toolkit."

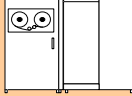


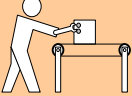



DOCUMENT FLOW WITH APPROVAL HISTORY MESSAGES

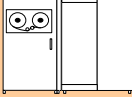


The following diagram indicates the points in the approval process that update the Document Approval History.

Status	In Progress	Pre-Approved	Pre-Approved	Approved	
Notes					
Action	Submitted Forwarded	Approved		Approved	
Process	 Submit Requisition	 Approve Funds	 Pending FFIS Approval	 Approved by FFIS	 Create Award
Approver	[Requisitioner Name] [Requisitioner Name]	[Funds Approver Name]	Financial Interface	Financial Interface	
Comments	The Requisitioner submits and forwards the document in a single step. The system processes this as two actions, creating two messages.	The allocation of funds is approved and the Requisition attains a status of Pre-approved.	When <i>Financial Interface</i> displays as the approver and no action or note is displayed, the award document is pending approval from FFIS.	Once approved by FFIS, the Requisition status updates from Pre-Approved to Approved	After FFIS approval the Requisition is routed to the Acquisition Module. A Contracting Officer may then create an Award document. Contracting Officers are not shown in the Approval workflow.

If the document is rejected in FFIS, yet remains Pre-approved, any of the following messages may also appear in the Document Approval History.

Status	Pre-Approved		Pre-Approved	Pre-Approved	Rejected
Notes	Error: [Description]		Retry	Override	Reject
Action	Forwarded		Approved	Approved	Rejected
Process	 FFIS Error	 Awaiting EM Action	 Retry	 Override	 Retry or Override
Approver	Financial Interface	Error Manager	[EM Name]	[EM Name]	[EM Name]
Comments	When an error occurs the Requisition is rejected by FFIS. Financial Interface is identified in the Document Approval History as the Approver. A description of the error is entered into the Notes of the Approval History. If the status of the Requisition is Pre-approved the action will be required by an Error Manager.	When <i>Error Manager</i> displays as the approver and no action or note is displayed, the award document is pending action from an Error Manager yet to be identified.	For Retry and Override actions, the action displays <i>Approved</i> and the message displays the action taken by the Error Manager. The document is then routed back to FFIS for final approval with the corresponding message as shown above. The workflow resumes from that point.		When the Error Manager executes a Reject, the Requisitioner must update the document. The workflow resumes from that point.

If the document is rejected in FFIS, and also has a status of Rejected, the following messages may appear in the Document Approval History.

Status	Rejected	In Progress	
Notes	Error: [Description]		
Action	Rejected	Review \ Modify	
Process	 FFIS Error	 Review/Modify Requisition	 EM Review
Approver	Financial Interface	[Requisitioner Name]	
Comments	If a Requisition is rejected by FFIS with a status of Rejected, action is required by the Requisitioner. A summary of the error is given in the Document Approval History.	After the Requisitioner has taken action and re-submitted the Requisition the status will be updated to In Progress. The workflow then resumes.	The Error Manager may still review the error message and be contacted by the Requisitioner for assistance.

Cancelling Requisitions At Different Stages in the Requisition Process

